



Key Account Assistant

Get on board with an organisation that is making a difference to people in need. You will be a key member of the team making a positive impact nationally with SecondBite's new relationship with Coles Supermarkets.

Coles Community Food with SecondBite is a pioneering national fresh food donation program which aims provide over 5 million meals to those in need over the coming two years.

We are looking for a Key Account Assistant to work closely with the National Key Account Manager and Project Co-ordinator on this exciting new initiative.

Key Responsibilities:

- Manage day to day administration duties for the National Key Account Manager
- Assist with organising and coordinating the rollout to Coles supermarkets
- Assist with preparation of monthly reports for Coles national office and SecondBite's board including written reports, spreadsheets, graphs and Gantt charts
- Contribute to SecondBite's website and newsletter

Required attributes:

- Organised and efficient
- Flexible and responsive in a work environment
- Innovative and confident to initiate new ways of working

Selection Criteria:

Essential:

- Extensive prior experience in administration
- Highly developed organisational and time management skills
- Ability to filter information and assess priorities
- Excellent communication skills both written and verbal
- Highly effective interpersonal skills
- Advanced level in Outlook, Word, Excel and PowerPoint

Desirable:

- Experience in a not-for-profit organisation, FMCG retail or logistics
- Experience with database applications
- Interest in food security

If you are ready to make a real difference to people in need around Australia, and work with a dynamic and growing and well respected not for profit, please send a cover letter and your current CV to Andrew Knight at andrew@secondbite.org or phone 9376 3800 with queries. Applications close Sunday 12th February at 5pm.